

**CITY OF SUNRISE  
PERSONNEL DEPARTMENT  
1300 Sawgrass Corporate Parkway, Suite 100  
Sunrise, Florida 33323**



**YOUR EMPLOYMENT APPLICATION SHOULD BE FILLED IN AS COMPLETELY AS POSSIBLE. YOU MUST INCLUDE ALL OF THE FOLLOWING INFORMATION:**

Your past ten (10) years of employment (if applicable).

Addresses and telephone numbers of all employers.

Specific job duties for each job on the application (do not write "See Resume").

If you are currently employed, list your reason for seeking a new position under the "Reason for Leaving" section.

How you meet the minimum requirements listed on the job posting. **ALL** of the minimum requirements for a position must be met in order to be considered. Be specific.

**SEASONAL EMPLOYMENT APPLICATIONS MUST BE RETURNED WITH COPIES OF THE FOLLOWING DOCUMENTS: (No copies will be made by the Personnel Department.)**

Social Security Card

Driver's License (If you do not have a driver's license, we will accept a school I.D. and a copy of your birth certificate.)

Proof of education for positions requiring a high school diploma or G.E.D.

Any additional licenses or certifications required for position

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**IMPORTANT NOTICES**

Any falsification of information on this application shall be sufficient cause for rejection or dismissal from employment.

As part of our commitment to a Drug and Alcohol Free Workplace, if you are selected for employment with the City, you will be required to submit to a pre-employment drug test. Your refusal to take the test, or failure to pass the test will disqualify you from further consideration for employment.

Under the Americans with Disabilities Act (ADA), the City is required to reasonably accommodate qualified individuals with a disability. The requirement applies to the application process, any pre-employment test, interviews and actual employment (but only if the City knows that an accommodation is needed). If you are disabled and require an accommodation, you may request it at any time by contacting the City of Sunrise Personnel Department at (954) 838-4522. Because some types of accommodations may require preparation, we suggest that you make any requests as early as possible.

**EQUAL OPPORTUNITY EMPLOYER  
M/F/D/V**